UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202

May 1989

P-89-18 (LD)

Dear Colleague:

Enclosed are your initial 1989-90 Pell Grant Statement of Account, Institutional Payment Summary (IPS), and instructions for completing the IPS and updating the hard copy Payment Document. The Pell Grant Statement of Account establishes the initial authorization to pay eligible students for the 1989-90 award year. Your initial authorization appears on the Statement of Account on the line labeled "Pell Grant Authorization".

The 1989-90 initial authorization is based on a percentage of your institution's 1988-89 authorization level through May 22, 1989. This authorization represents an estimate of the funds you will need to make payments to your students through the first part of the award year, or until the payments reported on your student records support an increase. Authorization adjustments will be based on student payment data which must be received **no later than the end of the reporting period applicable to your school.** You may wish to withhold the initial submission until your add/drop enrollment period has ended and the processed payment data can reflect accurate enrollment status of Pell Grant recipients. By doing this, the number of changes may be reduced.

Your authorization has been forwarded to the Department of Education's Financial Management Service (FMS) with an effective date of **July 1, 1989.** You may request funds through their Education Payment Management System (ED/PMS). The address and telephone number is on the back of your Statement of Account.

If you have any questions regarding the 1989-90 Pell Grant award year, please contact the Pell Grant Program Financial Management Specialist listed on your Statement of Account. Your cooperation is appreciated. The Pell Grant Program staff looks forward to working with you throughout the year.

Sincerely,

Roberta B. Dunn
Deputy Assistant Secretary
for Student Financial Assistance

William L. Moran
Director, Student Financial
Assistance Programs

Enclosures (4)

Statement of Account
Institutional Payment Summary (IPS)
Instructions for Reviewing and Preparing the IPS
Instructions for Updating the Hard Copy Payment Document

INSTRUCTIONS FOR REVIEWING AND PREPARING
THE INSTITUTIONAL PAYMENT SUMMARY (IPS)

ED FORM 255-3b, 6/89

Public reporting burden for this collection of information is estimated to vary from 25 to 50 minutes per response, with an average of 40 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1840-0540, Washington, D.C. 20503.

General Information

The IPS and the student Payment Document (Student Aid Report, Part 3) are the official forms that the Pell Grant Disbursement System uses to collect Pell Grant Program data from your institution.

The IPS reports to the Pell Grant Disbursement System:

o   the number of hardcopy Payment Documents and/or Processed Payment Documents;

o   the dollar amount represented by these Payment Documents and/or Processed Payment Documents; and

o   **your actual (net) payments to all Pell recipients at your institution through the date you report in Item 16.**   This net expenditure figure is cumulative and is based on additional funds disbursed or refunds returned to your Pell Grant account.

It enables the institution to:

o   review and request changes to the general information we have on file (see Section I of the IPS) and;

o   establish standard processing information to reduce the number of items gridded on the individual Payment Documents.

Submission Requirements:

o   If you submit your payment data by Electronic Data Exchange (EDE) or by Floppy Disk Exchange, **do not** submit a hardcopy IPS.

o   If you submit your payment data by Recipient Data Exchange (RDE), **do not** submit an IPS **unless** you are also submitting hardcopy Payment Documents with that tape.

o An IPS isn't needed for electronic, floppy, or tape because they are the only submissions that have the necessary information on the header and trailer records.

The Pell Grant Program uses the documents/records you submit to support adjustments to your initial authorization of Pell Grant funds. We base these adjustments on your actual need for funds as determined by the payment data you report for students eligible for a Pell Grant at your institution. The Program also uses your payment data to monitor the distribution of Pell Grant funds for a given award year, and to evaluate the disbursement of these funds by your institution to your recipients.

You **must** submit 1989-90 IPS and student documents/records **during** each of the required reporting periods stated in the chart below. You may submit an IPS by itself **only** if you do not have new Pell recipients **or** changes to previously reported data to report to us. You may submit your batches of documents/records at any time during the award year as long as you meet the required reporting periods depending on your type of institution.

1989-90 Reporting Periods

Institutions with a 1988-89 Pell Grant Authorization of $750,000 or more	Institutions with a 1988-89 Pell Grant Authorization under $750,000
July 1, 1989 thru October 15, 1989	July 1, 1989 thru December 15, 1989
October 16, 1989 thru December 15, 1989	
December 16, 1989 thru February 15, 1990	December 16, 1989 thru April 15, 1990
February 16, 1990 thru April 15, 1990	
April 16, 1990 thru June 15, 1990	April 16, 1990 thru August 15, 1990
June 16, 1990 thru August 15, 1990	

During the 1989-90 Pell Grant award year, your institution must:

o Fill out the IPS accurately. Incomplete or inaccurate reports delay our processing. They also delay any needed adjustments to your funding. You should pay particular attention to Items 7, 8, 9, 11 and 12 since these data elements can affect the processing of your individual student Payment Documents.

o Complete every applicable item of the IPS. If your IPS contains computer-printed items, you must be sure each item is accurate. To make changes or correct errors, draw a line through the computer-printed item and make an "X" in the correct box or fill in the correct information where appropriate.

o Submit a revised IPS if we detect errors on your documents. You must support any such changes to the information you originally reported on your IPS by submitting a revised IPS, signed by an authorized institutional official. We may have to suspend processing of your student documents, and any needed adjustment to your funding, until we receive your revised IPS.

o Submit properly completed student documents/records to support actual and planned payments to your Pell Grant recipients. Your documents/records must accompany your IPS; do not mail separately. We may suspend processing or reject the entire submission of your IPS if you submit it without the number of documents you report in Item 13.

o Submit at least one valid Payment Document (SAR, Part 3), SAR data record, electronic data record or floppy data record for each Pell Grant recipient at your institution. When a student submits a revised SAR to you which you accept as valid you should submit the revised document/record to us with your next IPS. DO NOT submit the Processed Payment Document corresponding to the Payment Document you originally submitted to zero the student's disbursement. You submit the new Payment Document from the revised SAR. We automatically set the payments accepted to zero for the student's superseded (earlier reported) transaction.

o If your office is a central administrative unit reporting for several branch campuses or locations, you must only include information for those campuses or locations which are eligible to participate in the Pell Grant Program as shown on your current Program Participation Agreement with the Office of Student Financial Assistance.

o If your office is a central administrative unit reporting for branch campuses with unique Pell-assigned institution numbers, you must submit at least one valid Payment Document (SAR, Part 3), SAR data record, electronic data record or floppy data record for each eligible, participating campus the recipient attends. You report the campus the student actually attends as the Attended Campus. Do not report your central administrative office's Pell Institution Number for an attended campus unless the student actually attends classes at that location. Special Note: If a student transfers within your institutional system, you must report: (1) the new Attended Campus and all relevant new Payment Document (SAR Part 3) or Institution SAR data record, floppy data record and (2) the revised student at the old Attended Campus to reflect only the at that location.

Instructions for Completing Section I of the IPS

Items 1 through 3 on your IPS identify your particular institution. As a general rule, there should be no reason for any changes to this information. However, if your institution has undergone a change of ownership or has moved to another location, you should contact the Division of Eligibility and Certification.

1. **Pell Institution Number** - Pell Institution Number, the six-digit number assigned to your institution by the Pell Grant Program. This number appears on the Pell Grant Statement of Account.

   Make no change to this item. If you believe that your Pell Institution Number has been misprinted on your IPS, contact the Disbursement Unit on (202) 732-3795.

2. **Entity Number** - This is a twelve-digit number consisting of a nine-digit core (Employer Identification Number assigned by the Internal Revenue Service), and a prefix and suffix assigned by the ED Central Registry System. This number appears on the Processed IPS that is sent back to Branch Campuses, on the Pell Grant Statement of Account and on the IPS sent to Central Reporting Campuses.

   Do not change this number. If you believe that your Entity Number has been misprinted on your IPS, contact the Disbursement Unit on (202) 732-3795.

3. **Institution Name and Address** - This information is taken from your Letter of Eligibility issued by the Division of Eligibility and Certification.

   If the name, address, or ownership control of your institution has changed and is different from the information shown on your Letter of Eligibility or on your Program Participation Agreement, you must report the change to:

   Division of Eligibility and Certification
   Office of Postsecondary Education
   U.S. Department of Education
   Regional Office Building #3, Room 3522
   7th & D Street, S.W.
   Washington, D.C. 20202-5323

Note for Central Reporting Campuses

lon if your institution is undergoing any
tutional eligibility has been reconfirmed
:ion.

:or data items 4, 5, 7, 9, and/or 10, draw
iformation.

: that best describes your institution.

5. **Financial Control** - Check the one box that best describes your institution's source of financial control.

6. **1989-90 Undergraduate Enrollment** - In Item 6A, enter the total number of full-time undergraduates for 1989-90. Do not include full-time equivalents. In Item 6B, enter the total number of part-time undergraduates who attend at least half-time for 1989-90.

7. **Academic Calendar** - This item corresponds to Item 2 on the Payment Document. Check the one box that best describes the **major** type of academic term your institution uses. If you use more than one type of academic term, indicate the academic calendar which applies to the **majority** of your Pell Grant recipients.

   Please pay special attention to this item. If you do not report your Academic Calendar(s) accurately, we cannot process the payment data for your students correctly.

   Check: If, for the majority of your Pell Grant recipients:

   Box 1   Your institution does **not** use standard academic terms but does measure progress by **credit hours or units.**

   Box 2   Your institution uses **quarters** and measures academic progress by credit hours.

   Box 3   Your institution uses **semesters** and measures academic progress by credit hours.

   Box 4   Your institution uses **trimesters** and measures academic progress by credit hours.

   Box 5   Your institution measures academic progress by **clock hours.**

If your institution has **more than one** Academic Calendar, you have two options when preparing your Payment Documents.

Option 1   You may batch all your students' Payment Documents with the same Academic Calendar together and keep each batch separate from other batches with a different Academic Calendar. You should submit each batch with a **different** IPS and code IPS Item 7 for the students in that particular batch.

Example: Your institution has two Academic Calendars with a large portion of your Pell recipients in each (e.g., Quarters and Clock Hours). Your IPS (Item 7) is preprinted to reflect "QUARTER."

   You should place all your Payment Documents for students on quarters in "Batch One" and submit them with your IPS as preprinted. You leave Academic Calendar (Item 2) on the Payment Document **blank.** We use QUARTER to process all your Payment Documents in "Batch One."

You should place all your Payment Documents for students on Clock Hours in "Batch Two" and **code** ClOCK HOUR in Item 7 on another IPS. You should draw a line through the preprinted QUARTER. You leave Academic Calendar (Item 2) on the Payment Documents **blank.** We use CLOCK HOURS to process all your Payment Documents in "Batch Two."

Option 2
You may submit Documents for your students together in a single batch. You should grid Item 2 on the Payment Documents for those students whose Academic Calendar is different from the preprinted Academic Calendar (Item 7) on your IPS.

Example:
Your institution has two Academic Calendars but the majority of your Pell recipients are on a QUARTER Academic Calendar and you choose to submit all your Payment Documents together. You should verify the accuracy of Item 7 on your IPS for the majority of your recipients and leave Item 2 **blank** on your Payment Documents for the students whose Academic Calendar is Quarters. You **must** grid Academic Calendar (Item 2) on the Payment Documents for your students on the alternate calendar(s). We use QUARTER to process the Payment Documents where you leave Item 2 blank, and use the Academic Calendar (Item 2) from the Payment Documents which you coded as exceptions.

8. **Standard Cost of Attendance** - This item corresponds to Item 3A on the Payment Document. You use this item to establish up to ten (10) standard Pell Grant Cost of Attendance budgets to facilitate reporting of 1989-90 Cost of Attendance data for your Pell Grant recipients.

By providing standard Pell Grant Cost of Attendance budgets on your IPS to cover the majority of attendance situations at your institution, you save the time it takes to write down the dollar figures on your individual student Payment Documents. If a particular standard budget applies to a student, you code only the one letter (A-J) that corresponds to that Cost of Attendance. For example, on your IPS, you might report budgets for commuters not living at home, on-campus students not contracting for board, or out-of-state students, etc.

You must use a properly-calculated Cost of Attendance for each Pell Grant recipient. If **none** of the Standard Cost of Attendance budgets you establish on your IPS apply to a particular student, you must report the student's Cost of Attendance in Individual Cost (Item 3B) on the Payment Document.

The costs you use to calculate Pell Grant awards, and report on your IPS, **must** conform to the Higher Education Amendments of 1986 (P.L. 99-498) and the Higher Education Technical Amendments Act of 1987 (P.L. 100-50). You should review carefully the Cost of Attendance you use for your Pell Grant recipients to be sure your calculations are in accordance with these amendments.

The component Room/Board/Books/Miscellaneous is now established as an allowance. The allowance is set as a maximum of $1,700 for a student without dependents residing at home with parent(s) or a maximum of $2,300 for all other students. An institution is permitted to establish a reasonable amount for books, supplies, transportation and miscellaneous expenses within the $1,700 or $2,300 allowance figures.

The component Child Care is also established as an allowance not to exceed $1,000. Generally, an individual is considered to be a child for the purpose of this allowance if he/she is 12 years of age or less. The $1,000 child care allowance figure is not for each child individually but is for all of the dependent children of the student and is only provided for those child care costs associated with the student attending school.

If you do not wish to establish standard Cost of Attendance budgets at this time, leave Item 8 blank. You may establish standard Cost of Attendance budgets for reporting your recipient data on subsequent Institutional Payment Summary (IPS) submissions, providing there are blank lines in Item 8. You can revise the computer-printed data in Item 8 on an IPS, for costs we have **not used** to process your student payments during the award year by drawing a line through the computer-printed data and writing the correct information beside the component(s) you need to change. Once you have established and **used** all ten lines (A-J), you **cannot** establish additional or revised Standard Cost of Attendance budgets for this award year.

NOTE : BRANCH CAMPUSES ONLY: Unlike Academic Calendar and Hours in School Academic Year, we **do not** use the Standard Cost(s) of Attendance established by your central reporting campus to process your Payment Documents. You **must** supply any standard cost you wish to use for your branch campus on your Processed Pre-Award IPS or you will have to grid the Cost of Attendance on each student's 1989-90 Payment Document.

Completing Item 8

For each Pell Grant Standard Cost of Attendance you establish for reporting purposes, begin with column two (Tuition and Fees) and type or print the amount for each category for each budget. Figure the total for each line and type or print the total in the left-most column of that line. You should check to be sure your total equals the sum of the components you listed on that line. **NOTE: If the sum of the components does not equal your total, you will be contacted by a member of the Disbursement Unit. This slows down processing of your documents.**

Examples:

Sample Budget A: Student resides at home with his or her parents and has no dependents.

Total	Tuition & Fees		Rm/Brd/Bks/Misc.		Child Care
$2,500	= $800	+	$1,700	+	$0

Sample Budget B: Student resides on campus and has no dependents.

Total	Tuition & Fees		Rm/Brd/Bks/Misc.		Child Care
$3,100	= $800	+	$2,300	+	$0

Sample Budget C: Student resides at a residence other than his or her parents and has two children aged 12 or less.

Total		Tuition & Fees		Rm/Brd/Bks/Misc.	Child Care
$4,100	=	$800	+	$2,300	$1,000

9. **Hours in School Academic Year** - This applies only to institutions using credit hours, clock hours, and both credit and clock hours.

Minimum acceptable values are:

24 Semester Hours
36 Quarter Hours
900 Clock Hours

If you report a value less than these minimums, we will call you for corrected data; this will delay the processing of your IPS.

If your institution's full-time academic year requirement is greater than these Pell Grant minimums, report your institution's actual requirement.

If your institution has established separate academic years for different programs offered, you have two options when preparing your Payment Documents. These options are similar to those discussed in the Academic Calendar instructions.

Option 1

You may batch Payment Documents with the same program hours together and keep each batch separate from other batches with different program hours. You may submit each batch with a **different** IPS, with Item 9 coded for the students in that particular batch.

Example:

Your institution has two clock hour programs with a large portion of your Pell recipients in each (e.g., 900 and 1200 hours). Your IPS (Item 9) is pre-printed "900".

You should place all your Payment Documents for students in the 900 hour program in "Batch One" and submit them with your IPS as pre-printed. You should leave Item 5C on these Payment Documents **blank.** We use 900 to process all your Payment Documents in "Batch One."

You should place all your Payment Documents for students in the 1200 hour program in "Batch Two" and Code "1200" in Item 9 on another IPS. You should draw a line through the pre-printed "900". You should leave Item 5 on these Payment Documents **blank.** We use 1200 to process all your Payment Documents in "Batch Two."

Option 2

You may submit the Payment Documents for your students together in a single batch. You should grid Item 5C on the Payment Documents for those students whose Hours in the Academic Year are different from the number pre-printed on Item 9 of your IPS.

Example: Your institution has two programs with different lengths of academic year but the majority of your Pell recipients are on a "900" clock hour year and you choose to submit all your Payment Documents together. You should verify the accuracy of Item 9 on your IPS for the majority of your recipients and leave Item 5C blank on your Payment Documents for the students on the "900" hour program. You **must** grid Item 5C on the Payment Documents for the students on the alternate program(s). We use "900" where you leave Item 5C blank and use the number of hours from Item 5C on those Payment Documents you coded as exceptions.

The first time you report an alternate Academic Calendar and/or Hours in School Academic Year on your IPS, we will flag the batch and you may receive a call to verify whether you are attempting to permanently change your institution's Academic Calendar or Hours in School Academic Year, or whether you will be using more than one Academic Calendar or Hours in School Academic Year throughout the year.

10.   **Payment Frequency** - Check the one box that best corresponds to the number of Pell Grant payments that your institution normally makes to each student during the award year.

If none of the first five boxes apply, check the last box and print or type the frequency of payments you make for a typical student.

Check: If Your Institution Makes:

Box 1   Two payments per year

Box 2   One payment per term (standard term institutions only)

Box 3   Two payments per term (standard term institutions only)

Box 4   One payment per term plus one in a mini-term (i.e., 3 payments)

Box 5   Monthly payments

Box 6   Payments at another frequency

You should enter the number of payments in the first space and the timeframe in which you pay a typical student in the second space. We accept the number of payments for any of the following timeframes:

per week	per month	per term
per year	per mini-term	per quarter
per trimester	per semester	

Instructions for Completing Section II of the IPS

You **must** fill in Section II of each IPS, even if you have no student documents/records to submit with your IPS. You must enter dollar amounts (rounded to the nearest whole dollar; **do not** show cents) in Items 14 and 15. You should pay particular attention to Items 11 and 12 in Section II since these Items can affect the processing of your student Payment Documents, as well as the timing and flow of funds to your institution. You should complete Section II as described below.

11. **Date Enrolled this Award Year** - This item corresponds to Item 9 on the Payment Document. Enter the 2-digit numeric equivalent (see below) for the month in which your institution starts the first 1989-90 Pell Grant payment period. This should apply to the majority of the students for whom you are submitting Payment Documents with this IPS enrolled in this award year. If you pay students who enrolled prior to July 1, 1989 with 1989-90 funds, you should enter the actual enrollment date of the first payment period paid from 1989-90 funds. You must also enter 9 or 0 to indicate 1989 or 1990. The acceptable range values are January, 1989 (0189) through one month past the date entered in Item 16. You should leave Item 11 blank if you have no Payment Documents to report or if you grid Date Enrolled on a student-by-student basis.

Monthly 2-Digit Numeric Codes

Month	Code		Month	Code
July	07		January	01
August	08		February	02
September	09		March	03
October	10		April	04
November	11		May	05
December	12		June	06

You do not need to grid Item 9 on Payment Documents for students who enroll in the same month you enter in Item 11 of your IPS. You **must** grid the Date Enrolled (Item 9) for the Payment Documents in this batch which are exceptions to the Date Enrolled on your IPS.

12. **Months in which remaining payments will be made for Payment Documents submitted with this IPS.** This item corresponds to Item 8 on the Payment Document. Check the box(es) next to the month(s) in which your institution has scheduled **remaining** payments for the majority of students for whom you are submitting Payment Documents with this IPS. You should leave Item 12 blank if you have no remaining payments to make or if you grid your remaining payments on a **X THE MONTH(S) CORRESPONDING TO PAYMENTS**

You do not need to grid Item 8 on Payment Documents for students who you will pay in the same month(s) you checked in Item 12 of your IPS. You **must** grid the remaining payments (Item 8) for the Payment Documents in this batch which are exceptions to the remaining months on this IPS.

13. **Number of Payment Documents/Processed Payment Documents Submitted with this IPS.** Enter the total count of Payment Documents and/or Processed Payment Documents you submit with your IPS. If your institution participates in the Pell Grant Recipient Data (Tape) Exchange, enter the total number of individual SAR data records submitted on your tape plus any hardcopy documents with this IPS. If you do not submit Payment Documents, Processed Payment Documents or SAR data records with your IPS, you should enter 0 here, and in Item 14.

14. **Amount Paid to Date (Item 6) on Payment Documents/Processed Payment Documents Submitted with This IPS.** You should add Amount Paid to Date (Item 6) from all the documents/records you submit with **this** IPS and enter the total dollar amount(s) here. You should include the pre-printed amount on Processed Payment Documents unless you are changing Item 6 on the student's document. For these, include the new Item 6 amount in the total for your IPS. If you do not submit document/records with your IPS, you must enter 0 here, and in Item 13.

This amount pertains to the documents you are submitting with this IPS. Do not enter a cumulative amount for the award year here.

15. **Total Payments to Date to all Pell Recipients Per School Records.** Enter the total dollar amount you have **actually** disbursed to all Pell Grant recipients. This is your net expenditures (direct payments and/or credits to student accounts) made during the current award year up to and including this reporting period. **We may use this figure at the end of the award year to close your account.** This amount should not exceed your Pell Grant Authorization. Do not include refunds already restored to your Pell Grant account as of the date you enter in Item 16. **Item 15 is a cumulative amount for the entire 1989-90 award year and must reflect your actual net expenditures as of the date you give in Item 16.**

YOU MAY NOT INCLUDE ESTIMATED DATA IN ITEM 15.

You should pay particular attention to any substantial differences between the total payments to date to all Pell recipients per your records (which you report in Item 15 of your IPS) and the "Balance Forward" under "Distribution of Your Payments" (Section 3) of your Statement of Account, plus any payments shown in Section 3 for the same month as the "Closing Date of This Statement." Major differences generally result from one of three conditions:

(1) The "Total Payments to date to Pell Recipients per school records" you reported on your last IPS incorrectly reflected only the total payments to the students in that particular batch. In Item 15, you must report all payments to date to **all** your Pell recipients, less any recoveries, through the date you prepare your IPS.

(2) The "Total Payments to date to Pell Recipients per school records" on your last IPS is accurate, but you have not yet reported all student payment changes and/or additional recipients to us.

11

(3) The payment amount you originally reported to us exceeded the amounts acceptable based on the other data you reported for the student and we disallowed the excess. If the data upon which we based the disallowance properly reflects the student's award information, you must adjust your institutional records to the correct payment amount and recover any excess.

If you find that any of these conditions apply to your institution, you need to take prompt corrective action.

16. **Ending Date of Period Corresponding to Amount in Item 15 Above.** Enter the date of your last institutional accounting transaction which applies to the expenditure data you report in Item 15. The date you enter here must not be later than the date you sign the IPS (Item 20). You can not enter a date prior to July 1, 1989 because the 1989-90 award year does not begin until July 1st. It is unlawful to draw down or disburse funds prior to that date. Do **not** enter the ending date of your term or payment period unless the term or payment period was completed prior to the date you prepare your IPS and the amount in Item 15 is as of that date. For example, if your last accounting entry was on October 17, 1989, and you prepare your IPS on November 3, 1989, you use October 17, 1989 for Item 16. Use numbers only: for example, you should enter October 17, 1989 as 10/17/89.

17. **Signature:** If your institution does not employ a Financial Aid Servicer/Consultant, your institution's Financial Aid Administrator must sign on line 17. If your institution employs a Financial Aid Servicer/Consultant, the servicer/consultant must sign on line 21 and a person at the institution level responsible for overseeing the servicer/consultant must sign on line 17. The signature must be a handwritten, original signature. Rubber stamps or carbons are not acceptable. The person who signs on line 17 is attesting to the completeness and accuracy of all items on the IPS and the Payment Documents. See certification statement on lower right side of the IPS.

   NOTE: If we receive your IPS **without** an original signature, we will return it unprocessed.

18. **Name:** Print or type the name of the person whose signature appears in Item 17.

19. **Title:** Print or type the title of the person whose signature appears in Item 17.

20. **Phone:** This item is now pre-printed. If the telephone number is correct do not enter anything. If the number is incorrect, draw a line through it and enter the correct number, **including area code,** for the person whose signature appears in Item 17.

   Date Signed: Print or type the date the person whose signature appears in Item 17 signed the IPS. Use numbers only; for example, you enter November 3, 1989 as 11/03/89. This date must not be prior to July 1, 1989.

Financial Aid Servicer Code: This item is now pre-printed. If the number is correct do not enter anything. If the number is incorrect, draw a line through it and enter the correct two (2) digit number. If you do not know what the Servicer Agent Code number is and you employ a Financial Aid Servicer or Consultant, call your Pell Financial Management Specialist for your region listed on your Statement of Account.

21. **Signature:** If your institution employs a Financial Aid Servicer/Consultant, the servicer/consultant responsible for the completion of the IPS and/or student Payment Documents **must** provide a legible signature. The person who signs on line 21 is attesting to the completeness and accuracy of all items on the IPS and the Payment Documents. See Certification Statement on lower right side of the IPS.

> **Note:** If we receive your IPS without a signature, we will return it unprocessed.

22. **Name.** Print or type the name of the person whose signature appear in Item 21.

> **Note:** The examples on page 14 and 15 illustrate the relationship between the Payment Information in Section 2 of your IPS and the data from your Payment Documents. Please take special note of the comment regarding the amount in Item 15.

23. **Corporate Name:** This item is also pre-printed. If the name is incorrect, draw a line through it and enter the correct name.

Submitting the IPS

You may submit an IPS with student documents/records as often as necessary, up to 60 times during the award year. If your institution participates in the Electronic Data Exchange, Recipient Data Exchange, or Floppy Disk Data Exchange, you are still required to meet all reporting deadlines and limit your batches to 60 or less. You should plan your submissions according to the availability of your student documents/records and when you need additional Pell Grant funds. Your reporting should be as realistic and as accurate as possible. Excessive and premature reporting may actually delay our processing of your documents, and may increase your own workload in reviewing the processed documents we return to you. Excessive reporting and incomplete documents may delay authorization of funds you actually need.

All expenditures of Pell Grant Funds must be reflected in your final submission of Payment Documents, Processed Payment Documents, SAR data records, floppy data records, and/or electronic data records. The payments you report to us must also agree with the expenditures you report to the ED Financial Management Service (FMS) Payment Management System (ED/PMS) on your Federal Cash Transaction Report (ED Form 272 A).

please mail your Floppy Disk, Payment Documents, Processed Payment Documents, including SAR Data records, tape and Institutional Payment Summary to:

Pell Grant Program
P.O. Box 1400
Merrifield, VA   22116-1400

Institutions sending Payment Documents, SAR data records etc. by courier must deliver to:

Eastern Computer Inc.
8500 Cinderbed Road
(Gateway 95 Business Park)
Lorton, VA   22079

Pell Electronic Data Exchange participants transmit SAR data to the Central Processing Facility in Iowa City, Iowa.

Use of any other address delays processing of your documents.

EXAMPLE 1

SECTION II: PAYMENT INFORMATION (To be completed on each IPS)

11. Date Enrolled this Award Year (Month and year only): <u>08</u>   8 <u>9</u>   9 <u> </u>

12. Months in which REMAINING payments will be made for Payment Documents submitted with this IPS

☐ July   ☒ Aug.   ☐ Sept.   ☐ Oct.   ☐ Nov.   ☒ Dec.

☐ Jan.   ☐ Feb.   ☐ March.   ☐ April   ☐ May   ☐ June

CHECK COMPUTATIONS FOR ACCURACY

13. Number of Payment Documents/Processed Payment Documents submitted with this IPS	**13.**	3
14. Amount Paid to Date (Item 6) on Payment Documents/Processed Payment Documents submitted with this IPS	**14.** $	1410
15. Total Payments to date to all Pell Recipients per school records	**15.** $	10000
16. Ending Date of Period Corresponding to Amount in Item 15 above (Date entered here must not be after the date reported in Item 20)	**16.**	10/03/89

Official responsible for the INSTITUTIONAL PAYMENT SUMMARY must sign Item 17. MAIL THE IPS TO: PELL GRANT PROGRAM, P.O. BOX 1400, MERRIFIELD, VA. 22116-1400

17. Signature: *John Smith*
18. Name: John Smith
19. Title: Financial Aid Administrator
20. Phone: (303) 555-2222   Date Signed: 10-12-89

Financial Aid Servicer: Code: _____
21. Signature: *Cynthia Jones*
22. Name: Cynthia Jones

23. Corporate Name: _____

CERTIFICATION - I certify that I have examined this Institutional Payment Summary including any accompanying student data, and all information is true and complete to the best of my knowledge. I understand that if I knowingly make false or misleading statements on this report, I am subject to a fine of up to $10,000, imprisonment for up to 5 years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001).
ED FORM 255-3b, 6/89   (20 U.S.C. 1070a, 34CFR 690.84).

STUDENT PAYMENT DATA

Input

	6 AMOUNT PAID TO DATE	7 REMAINING AMOUNT TO BE PAID	8 MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE	9 DATE ENROLLED THIS AWARD YEAR
Student A	525	525	BLANK	BLANK
Student B	375	375	BLANK	BLANK
Student C	510	0	00	0789

Processed Results

	6 AMOUNT PAID TO DATE	7 REMAINING AMOUNT TO BE PAID*	8 MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE	9 DATE ENROLLED THIS AWARD YEAR
Student A	525	525	DEC 89 AUG 90	0889

*** REMAINING PAYMENT INFORMATION FOR THIS ST
* DEC 89 $263   AUG 90 $262

Student B	375	375

*** REMAINING PAYMENT INFORMATION FOR THIS S'
* DEC 89 $188   Aug 90 $187

Student C	510	0

School expenditures to all Pell Recipients
to school's entire count of 10 Pell reci
addition to the 3 in this batch.)

11. Date Enrolled this Award Year (Month and year only): 08 8 9 _____ 9 __

12. Months in which REMAINING payments will be made for Payment Documents submitted with this IPS

☐ July   ☐ Aug.   ☐ Sept.   ☐ Oct.   ☐ Nov.   ☒ Dec.

☐ Jan.   ☐ Feb.   ☐ March   ☐ April   ☐ May   ☐ June

CHECK COMPUTATIONS FOR ACCURACY

13. Number of Payment Documents/Processed Payment Documents submitted with this IPS

14. Amount Paid to Date (Item 6) on Payment Documents/Processes Payment Documents submitted with this IPS

15. Total Payments to date to all Pell Recipients per school records

16. Ending Date of Period Corresponding to Amount in Item 15 above (Date entered here must not be after the date reported in Item 20)

13.	3
14. $	1410
15. $	10000
16.	10/03/89

Official responsible for the INSTITUTIONAL PAYMENT SUMMARY must sign Item 17. MAIL THE IPS TO: PELL GRANT PROGRAM, P.O. BOX 1400, MERRIFIELD, VA. 22116-1400

17. Signature: _John Smith_
18. Name: _John Smith_
19. Title: _Financial Aid Administrator_
20. Phone: _(303)555-2222_   Date Signed: _10-12-89_
    Financial Aid Servicer: Code: _____
21. Signature: _Cynthia Jones_
22. Name: _Cynthia Jones_

23. Corporate Name: _____

CERTIFICATION - I certify that I have examined this Institutional Payment Summary, including any accompanying student data, and all information is true and complete to the best of my knowledge. I understand that if I knowingly make false or misleading statements on this report, I am subject to a fine of up to $10,000, imprisonment for up to 5 years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001).
ED FORM 255-3b, 6/89   (20 U.S.C. 1070a, 34CFR 690.84).

STUDENT PAYMENT DATA

Input

	6 AMOUNT PAID TO DATE	7 REMAINING AMOUNT TO BE PAID	8 MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE	9 DATE ENROLLED THIS AWARD YEAR
Student A	525	525	BLANK	BLANK
Student B	375	375	BLANK	BLANK
Student C	510	0	00	0789

Processed Results

	6 AMOUNT PAID TO DATE	7 REMAINING AMOUNT TO BE PAID	8 MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE	9 DATE ENROLLED THIS AWARD YEAR
Student A	525	525	Dec 89	0889

*** REMAINING PAYMENT INFORMATION FOR THIS STUDENT (SEE ITEMS 7 & 8):
  * DEC 89 $525

Student B	375	375	Dec 89	0889

*** REMAINING PAYMENT INFORMATION FOR THIS STUDENT (SEE ITEMS 7 & 8):
  * DEC 89 $375

Student C	510	0	00	0789

School expenditures to all Pell Recipients thru: 10/03/89 $10,000 (Covers payments to school's entire count of 10 Pell recipients, i.e. 7 previously submitted in addition to the 3 in this batch).

Updates for Hard Copy Payment Document

To show less than half-time "Enrollment Status" on the hard copy Payment Documents, write the number "5" in the rectangle, then draw a straight line through the ovals on the Payment Document. Note: Institutions submitting payment data via RDE tape, electronically, or floppy disk, show less than half-time "Enrollment Status" by coding the number "5" in the Enrollment Status field in the data record.

If your Pell ID is 025000 or greater and you submit payment payment data by gridding hardcopy Payment Documents, you will be unable to enter your Pell ID in Item 1. If your institution is an independent campus, do not complete this item. Your Pell ID will be read from the IPS submitted with the documents. If you are a centrally funded institution or a branch campus, grid yes in the oval if the preprinted number is correct. If you must enter your Pell ID, enter the correct numbers in the small rectangles and draw a straight line through the ovals.

17